

BY-LAWS OF THE COMMUNITY SOUP KITCHEN

I. Name

The organization shall operate under the name of THE COMMUNITY SOUP KITCHEN.

II. Purpose

The purpose of the Community Soup Kitchen shall be to provide free nutritious meals on a regular basis in the downtown New Haven community, and to provide these meals in a context which enhances the dignity and self-worth of those served by encouraging their active involvement in all phases of the Soup Kitchen's operation. The Community Soup Kitchen shall be conceived as a ministry of God's caring for and through people.

III. The Advisory Board of the Community Soup Kitchen

Section 1. The Advisory Board shall consist of 9-18 members, of whom two thirds shall be interested individuals and representatives of community organizations (the Downtown Cooperative Ministry, Dwight Hall, Christian Community Action, and other such groups and churches which share an interest in this work). The other third of the members shall be individuals who are directly involved in the Soup Kitchen's operations (as volunteers or participants), and shall be elected by the Soup Kitchen Committee (see below). The paid staff coordinator shall sit on the Advisory Board as an ex-officio member. The members who represent community groups or interested individuals in the community shall be asked to serve for a minimum of two years on the Advisory Board. The term for Soup Kitchen Committee representatives shall be one year, to allow for the participation of student volunteers. The Advisory Board shall decide on the exact number of its membership, and new members from the community shall be chosen and invited by the Board, subject to approval by the Soup Kitchen Committee.

Section 2. The Advisory Board shall have the following powers and responsibilities:

- i. Have final approval on matters of policy, budget, and hiring, and contribute substantially to the formulation of the same.
- ii. Have legal responsibility for the Community Soup Kitchen's operations.
- iii. Raise funds.
- iv. Serve as liaison between the Community Soup Kitchen and community organizations.
- v. Provide professional advice to the Soup Kitchen staff and volunteers in areas of experience and expertise.
- vi. Ensure that the Community Soup Kitchen is operating in ways consistent with the purpose stated above, and is meeting the needs of its constituency.

BY-LAWS OF COMMUNITY SOUP KITCHEN (continued)

Section 3. The Advisory Board shall have the authority to establish its officers, requirements for a quorum, and the frequency of its meetings (provided that they be at least once a month for the first year, and not less than 6 times per year in subsequent years). It shall establish subcommittees as needed, recruit persons to assist in various tasks, and generally establish rules of order for its ongoing life.

IV. The Soup Kitchen Committee

Section 1. The Soup Kitchen Committee shall consist of all paid staff persons of the Community Soup Kitchen, all volunteers, and as many of the participants in the program as desire to be involved.

Section 2. The Soup Kitchen Committee shall have following powers and responsibilities:

- i. Elect representatives to the Advisory Board.
- ii. Make decisions concerning the daily operations of the Soup Kitchen.
- iii. Meet and approve any potential paid staff person before this person is hired by the Advisory Board.
- iv. Submit recommendations and outlines on overall policy, budget, and special programs (ie. fundraising events) to the Advisory Board for approval, through its elected representatives.
- v. Encourage a sense of involvement and community among volunteers and participants in the Community Soup Kitchen program.

Section 3. The Soup Kitchen Committee shall meet every month or as needed, with the power to set its own agenda. The presiding officer of the meetings shall be the paid staff coordinator (or, if there is no paid person in this position, a person who is elected by the Soup Kitchen Committee and who is currently serving on the Advisory Board). The Committee shall establish requirements for a quorum, and rules of order for its ongoing life.

V. Amendments to the By-Laws

Amendments to these by-laws may be initiated by either the Advisory Board or the Soup Kitchen Committee, and must be submitted to and approved by both bodies before taking effect.

VI. The By-Laws shall become effective on July 1, 1978.